

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: FINAL NOTICE - OVERDUE PAYMENT FOR RECRUITMENT SERVICES

Dear [Recipient Name],

This letter serves as a formal final notice regarding the outstanding balance for recruitment consultation services provided for the position(s) of: **[Position Name/Job Reference]**.

Despite previous reminders sent on [Date of First Notice] and [Date of Second Notice], our records indicate that Invoice #**[Invoice Number]**, dated [Invoice Date], remains unpaid. The total amount overdue is **[Total Amount Due]**.

Please be advised that this is your final opportunity to settle this debt before we escalate this matter. We value our professional relationship; however, the current delay of [Number] days past the due date is no longer acceptable under our agreed terms of service.

Required Action:

Please remit the full payment of [Total Amount Due] by [Final Deadline Date].

Payment Methods:

- [Bank Transfer Details: Account Name, Account Number, Routing Number]
- [Online Payment Link if applicable]
- [Check Payable To: Name/Address]

If payment is not received by the deadline mentioned above, we will be forced to take further action, which may include referring your account to a debt collection agency or initiating legal proceedings. This may result in additional interest charges and legal fees for which your company will be liable.

If you have already sent the payment, please disregard this letter and provide us with the transaction details so we can update our records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Accounts Receivable Department]